



Library Page

Department: Library

Class Code: 6

EEO Code: 26

FLSA: N

Effective: 15/03/1991

GENERAL STATEMENT OF DUTIES:

Under immediate supervision; performs work of a clerical and housekeeping nature; performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

: (illustrative only)

Shelves materials when they are returned to the library;
Reads shelves to ensure accuracy and neatness;
Searches bibliographic file for Library of Congress cataloging;
Assists with the operation of the circulation desk;
Answers and transfers telephone calls and takes messages;
Files library cards, patron registrations and laminates patron cards;
Prepares book labels;
Moves material or furnishings within the system;
Services library equipment;
Assists with maintenance of bi-weekly printout;
Physically prepares new books for circulation;
Maintains and repairs existing collection;
Prepares materials for mailing and opens incoming mail;
Assists with binding preparation;
Performs light typing and related duties;

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of English, spelling and arithmetic. Ability to arrange materials in alphabetical and numerical order.

MINIMUM EDUCATION AND EXPERIENCE:

Some high school level training; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
